

Course duration

- 3 days

Course Benefits

- Learn to navigate a SharePoint 2016 Team Site.
- Learn to create SharePoint lists.
- Learn to customize SharePoint lists.
- Learn to create SharePoint libraries.
- Learn to manage library document versions.
- Learn to create SharePoint list and library views.
- Learn to create sub sites using various SharePoint templates.
- Learn to create and edit Web page content.
- Learn to create InfoPath Forms and Form libraries.
- Learn to create Site columns and content types.
- Learn to integrate Office applications with SharePoint 2016.
- Learn to manage basic permissions of SharePoint 2016 resources.

Available Delivery Methods

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Self-Paced

Learn at your own pace with 24/7 access to an On-Demand course.

Microsoft Certified Partner

Webucator is a Microsoft Certified Partner for Learning Solutions (CPLS). This class uses official Microsoft courseware and will be delivered by a Microsoft Certified Trainer (MCT).

Course Outline

1. SharePoint 2016 Introduction
 1. SharePoint Versions
 2. Team Site Layout and Navigation
 3. Layout

4. Navigation
 5. Exercise: Team Site Navigation
2. SharePoint List Basics
 1. Creating Apps Using List Templates
 2. Creating Lists
 3. Creating Lists Using List Templates
 4. List Columns
 5. Creating List Columns
 6. Column Validation
 7. Validating a List Column
 8. Exercise: Working with Team Site Lists
 9. Exercise: Create Custom Lists and Columns
3. Library Basics
 1. Library Templates
 2. Creating Libraries
 3. Creating a Document Library and Adding Columns
 4. Creating an Asset Library
 5. Managing Documents and Versioning
 6. Checking Out Documents
 7. Deleting and Restoring Documents
 8. Versioning
 9. Exercise: Working with Team Site Libraries
 10. Exercise: Creating Libraries
 11. Exercise: Document Versioning
4. Working with Lists and Library Views
 1. Default Views
 2. Explore Default Views
 3. Custom Views
 4. How to Create a Custom View
 5. Exercise: Working with Views
 6. Exercise: Creating Public and Personal Views
5. Working with Sites
 1. Site Templates
 2. Creating Sites
 3. Creating a Team Site
 4. Site Navigation
 5. Managing Site Navigation
 6. Exercise: Creating Team Sites
 7. Exercise: Creating a Meeting Workspace
 8. Exercise: Creating a Blog Site
6. Page Content
 1. Wiki Library Pages
 2. Editing the Team Site Home Page
 3. Web Part Pages
 4. Creating a Web Part Page
 5. Working with Web Parts
 6. Adding Web Parts to Pages

- 7. Exercise: Working with Wiki Pages
- 8. Exercise: Working with Web Part Pages and Web Parts
- 7. Forms Library
 - 1. Creating a Forms Library
 - 2. Creating InfoPath Forms
 - 3. Create a Form with Microsoft InfoPath Designer
 - 4. Publishing InfoPath Forms to SharePoint
 - 5. Publish Custom InfoPath Form
 - 6. Exercise: Creating and Publishing InfoPath Forms
- 8. Site Columns and Content Types
 - 1. Site Column Gallery
 - 2. Explore the Site Column Gallery
 - 3. Creating Site Columns
 - 4. Create a Custom Site Column
 - 5. Add a Site Column to a List
 - 6. Site Content Type Gallery
 - 7. Explore the Site Content Types Gallery
 - 8. Creating Content Types
 - 9. How to Create and Use Content Types
 - 10. Exercise: Creating and Working with Content Types
 - 11. Exercise: Adding a Content Type to a Library
- 9. Office Integration
 - 1. Excel Integration
 - 2. Import Excel Spreadsheet to List
 - 3. Export List Data to Excel
 - 4. Outlook Integration
 - 5. Create an Alert
 - 6. Subscribe to a List's RSS Feed
 - 7. Connect to Outlook
 - 8. Access Integration
 - 9. Open a List with Access
- 10. Managing SharePoint Site Permissions
 - 1. SharePoint Groups
 - 2. Assigning Permissions
 - 3. Permission Levels
 - 4. Permissions Inheritance
 - 5. Exercise: Working with SharePoint Permissions
- 11. Participating in User Communities
 - 1. Configure User Profiles and My Sites
 - 2. Newsfeeds
 - 3. People Newsfeeds
 - 4. Documents Newsfeed
 - 5. Sites Newsfeed
 - 6. Tags Newsfeed
 - 7. Managing Personal Sites
 - 8. Exercise: Managing and Viewing Personal Information and Content

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Follow-on Courses

- [SharePoint 2016 Power User Training](#)